

Position Description

Labor Category/FLSA: Exempt

_____ **Current or** X **Proposed Specific Description**

Date Prepared: 06/24/2003

Approving

Official: **Name:** H. Paul Busch **Signature:** H. Paul Busch
Title: HR Specialist

Position Title/Series/Grade: Building Manager, GS-1176-11.

The proposed title, series and grade for the position is Facility Manager, GS-1176-11. The position is properly classified in the Building Management Series, GS-1176. This series' definition "covers positions that involve management of buildings and other facilities to provide organizations with appropriate office space and essential building services." This correlates with the position description's statement, the position has the "responsibility for providing and coordinating a wide range of essential building services that provide occupants of commercially leased space with adequate facilities in which to carry out mission oriented biomedical research and support functions." The proposed title leads to analysis of the Job Family Position Classification Standard for Administrative Work in the Equipment, Facilities, and Services Group, GS-1600, and more specifically, the Facility Operations Services, GS-1640 series as a possible applicable standard. However, the paramount knowledge requirement for that standard is administrative and managerial skills and abilities in addition to specialized knowledge of the operation and maintenance requirements of various physical plants and equipment.

The title dictated by the standard is Building Manager and is to be used for positions directly responsible for managing the operations or one or more buildings:

In assigning a grade, the position is to be compared to grading criteria detailed in the standard. The first level detailed is that of the GS-1176-09. However, at this level, the duties, knowledge required, and contacts do not match in scope those in the position. The mechanical systems in buildings at the GS-9 level are not as complex, providing only minimal utilities and temperature control. This level is also characterized by stable needs of the serviced organization(s) and the absence of environmental, operational or other complicating factors.

The position does not reach the criteria for the GS-1176-12 level. At this level, number, geographic location and size of buildings begins to have an impact. The buildings managed also might house Federal judges, Members of Congress, or other high visibility officials requiring varying or high levels of security and contacts involved at this level might involve senior officials of several agencies or Departments. Building Managers at this level might have to plan to allow for large numbers of visitors due to public interest.

The position fully meets the GS-11 level. Servicing medium-sized office buildings in a metropolitan area, utilizing building space for various purposes, and servicing more complex building mechanical systems (including automatic elevators and alarm systems) are all criteria realized in this position. Directing the maintenance, renovation, custodial, safety, special projects and program improvement efforts are elements of the GS-11 level evident in the position.

Installation: National Institutes of Health, Bethesda, MD

Title: BUILDING MANAGER

Occ Series: 1176

Pay Plan: GS

Grade: 11

Introduction: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the Department of Health and Human Services, National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in either one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities or within the DPM direct staff. The position Serves as Facility Manager with responsibility for providing and coordinating a wide range of essential building services that provide occupants of commercially leased space with adequate facilities in which to carry out mission oriented biomedical research and support functions. Specific functions performed by the incumbent include providing assistance in the managing the operation, maintenance, repair and alteration of assigned buildings, ensuring customer complaints are handled promptly and efficiently and providing coordination between the NIH, the lessor and building occupants on a wide range of building services issues. . The position requires that the incumbent be able to work independently and take the initiative to complete the work assigned with a minimum of direct supervision regardless of the nature of the issues being handled.

Duties:**MAJOR DUTIES**

Serves as a facility manager for assigned leased space within the property portfolio of the National Institutes of Health.

1. **FACILITY MANAGEMENT:** Exercises control and responsibility over facilities and grounds assigned, ensuring that all necessary maintenance, repairs, alterations or modifications are accomplished for facilities, installed equipment and mechanical systems, and grounds. Oversees and ensures that the lessor completes critical repairs and maintenance/cleaning for all assigned facilities and grounds. Monitors all maintenance cleaning and equipment contracts for timeliness, correctness and completion. Assists building occupants in initiating and monitors all work and service orders ensuring that all necessary maintenance, repair, alterations or modifications are documented and accomplished in compliance with the terms and conditions of the lease.

- Oversees and at times performs a variety of technical skills to resolve emergency facility issues. This includes electrical, plumbing, carpentry work, mechanical troubleshooting, and equipment installation. Assists with project modifications and provides technical advice for cost estimates. Maintains service agreements and warranty information on facilities and equipment.

- Coordinates with building occupants and other users of building facilities and services, to ensure appropriate equipment, supplies and services are furnished and available as needed and are in compliance with the terms and conditions of the lease agreement.

- Provides technical expertise to the management of the DPM and the NIH Office of Research Facilities Development and Operations (ORF) and other staff organizational elements in reference to maintenance and unique capabilities of assigned facilities as well as compliance with lease agreements.

- Coordinates with the DPM and ORF, contractor representatives, lessors and building occupants for support/maintenance of assigned facilities, grounds, and equipment in facilities in compliance with the terms and conditions of the lease agreement.

- Coordinates and assists with building and lease changes or modifications associated with changes in mission objectives and supporting programs of building occupants to assure programs are not effected by building services. Provides critical facility operational cost data in developing budgets for facilities and grounds to building occupants and ORF elements.

- Performs duties associated with logistics and associated facility related issues for facilities in supplement to the lease agreement as necessary. Requests equipment and maintenance as required maintaining facilities and improving operational capabilities. Develops plans, policies, and procedures to achieve the ORF/DPM's objectives in accordance with the terms and conditions of the lease agreement.

- Monitors trends and developments in the building management services area. Briefs ORF management and building occupants on significant developments and recommends appropriate actions to respond to such developments.

- Provides advice and guidance to occupant organizations on a wide variety of building services issues. Organizes meetings with programs and administrative representatives of building occupant organizations to address building services concerns. Recommends actions to respond to significant problems raised in such discussions.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

1. Knowledge of building management principles, concepts and methods to assist in planning and managing the operation, maintenance and repair of space and facilities used by NIH employees for a wide range of purposes.

2. Knowledge of designs and construction principles to plan and manage renovation, alteration and improvement projects that enhance the safety, comfort and utility of space and facilities in assigned building(s).

3. Knowledge of operation characteristics of large-scale commercial mechanical, electrical and utility systems to assist in the coordinating the maintenance, repair and replacement of equipment and systems in the assigned building(s).

4. Knowledge of commercial and governmental real property lease agreement principle and administration thereof.

5. Knowledge of administrative policies and procedures especially in the areas of budgeting and procurement to carry out a variety of administrative functions associated with administration of leases of assigned building(s).

6. Ability to plan and organize information and activities to assist in overseeing the operation, maintenance, repair and alteration of assigned building(s) and the ability to coordinate that information and activities with the building occupants.

7. Ability to organize and analyze information to evaluate the quality and effectiveness of the building management services provided to occupants and to develop improvement in methods and practices where possible.

8. Ability to communicate orally and in writing.

Responsibility:

Receives assignments from supervisor or orally or in the form of written or electronic correspondence where applicable. Responsible for acting independently on a wide range of issues related to building management and service provisions and resolve most problems with little or no direction using the resources of the ORF as needed for policy guidance and support. Ensures the end product meets all specified requirements.

Incumbent is responsible for the safe operation of the vehicle following all safety rules, regulations, and traffic signs.

Physical Effort:

Work usually does not require or impose unusual physical demands. Building inspections may occasionally require walking, standing, stooping, bending, kneeling, and climbing. Occasionally lifts and carries parts and equipment weighing up to 40 pounds.

Working Conditions:

Position may be subject to shift or irregular work hours.

Most work is performed in a standard office setting. On-site management or monitoring of repair activities and renovation projects may involve exposure to risks, hazards and discomforts typically present on construction sites. In such situations the incumbent is required to wear protective clothing or equipment and exercise appropriate caution.